

# ADVANCED FIRE OFFICER

  

## JOB PERFORMANCE REQUIREMENT TASK BOOK



Office of the  
Illinois State Fire Marshal

# Advanced Fire Officer (AdFO) Task Book

Candidate's Name \_\_\_\_\_

First

Middle

Last

Candidate's Address \_\_\_\_\_

Street

City

State

Zip

Candidate's Phone \_\_\_\_\_

Candidate's Email Address: \_\_\_\_\_

Department Affiliation: \_\_\_\_\_

(Rostered and Active Member)

Fire Chief: \_\_\_\_\_

(print)

Date of Advanced Fire Officer (AdFo) Course Completion: \_\_\_\_\_

Date Task Book Completion Began: \_\_\_\_\_

Date Task Book Completed: \_\_\_\_\_

Certification Date: \_\_\_\_\_

## **Advanced Fire Officer (AdFO) Task Book**

Advanced Fire Officer Candidate:

At this level of certification the candidate is in a position of responsibility and accountability. It is the level of certification when the individual is not only taking orders, but is now giving orders. They are now counseling people within their department. They are now being held responsible to answer the questions that the public may have on the department's policies and procedures. They now have to develop and implement policies.

The expectations of these individuals when completing this task book will be to have typed documents that are addressing the Job Performance Requirements (JPR's) presented for review packaged in a three-ring binder or bound together for easy review. The potential Advanced Fire Officer will take pride in submitting this document as it is a reflection of themselves working in the role of an Advanced Fire Officer.

As the candidate will see, the first line of every JPR request's a detailed narrative outlining the method used to accomplish the task(s). On a separate sheet of paper or journal, prepare a synopsis in the candidates own words, the steps utilized in accomplishing the JPR.

It is important for each AdFO candidate to understand that just because your department head or designee for your department signs off on the skills sheets does not mean that it is an automatic approval for certification. If you have any questions you are welcome to contact your instructor or Training Officer and they will be glad to talk to you about the Advanced Fire Officer Task Book

Please make sure you eliminate all information in any submissions in compliance with the Privacy Act and HIPAA guidelines. This packet may be reviewed outside of the department by members of the OSFM Advanced Fire Officer State Certification Advisory Committee (SCAC). Once this packet has been submitted to AHJ, it becomes the property of the AHJ and will NOT be returned. Please make sure you keep a copy for your records.

Thank you,

**OSFM Fire Officer SCAC**

## Advanced Fire Officer Task Book Requirements

The following documents should be attached to this packet:

1. Copy of Fire Officer 1 or Company Fire Officer 1 Certification.
2. Copy of Instructor II Certification.
3. Copy of Incident Safety Officer (ISO) Certification.
4. Completed JPR Sign-Off Sheet(s) signed by Chief, Training Officer or designee and candidate.

**To successfully complete this task book, each candidate must complete an evaluation of each Job Performance Requirement conducted by their immediate supervisor, training officer, department instructor from the department that will apply for certification as an Advanced Fire Officer. Each JPR requirement will contain specific examples of the work that must be completed and in some cases, how many times competency must be demonstrated. These are considered minimum acceptable performances and the AHJ may require additional performances.**

### **Advanced Fire Officer (AdFo-1) – Human Resource Management - Maximizing Member Performance**

A detailed narrative outlining the method used by the candidate to accomplish the JPR utilizing the task steps, including:

- How the counseling session was developed and conducted
- Notes from/about the session.

Supporting documents:

- Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
- Written report

### **Advanced Fire Officer (AdFo-2) – Human Resource Management – Evaluation of Job Performance**

A detailed narrative outlining the method used by the candidate to accomplish the JPR utilizing the task steps, including:

- How the interview session was planned and conducted
- Notes from/about the session.

Supporting documents:

- Applicable Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
- Applicable forms, records, job description.
- Written evaluation/report

### **Advanced Fire Officer (AdFo-3) Human Resource Management – Professional Development Plan**

A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:

- How the development plan meeting was developed and conducted
- Notes from/about the session.

Supporting documents:

- Professional development plan
- FSHE professional development plan

### **Advanced Fire Officer (AdFo-4) Community & Government Relations – Benefits of Allied Agencies**

A detailed narrative outlining the method used by the candidate to accomplish the JPR utilizing the task steps, including:

- Identification of allied agencies the department utilizes
- The benefits of those agencies to the organization

Supporting documents:

- Listing of agencies or memberships the department is affiliated with

### **Advanced Fire Officer (AdFo-5) Administration – Developing Policies and Procedures**

A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:

- Identification of the problem
- How the problem was analyzed, and a solution developed.

Supporting documents:

- Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, state the references/resources upon which the decisions/actions were based.
- Develop the policy or procedure (include in packet)
- Applicable forms and records.

### **Advanced Fire Officer (AdFo-6) Administration - Budgeting**

A detailed narrative outlining the method used by the candidate to accomplish the JPR utilizing the task steps, including:

- How the capital, operating, and personnel costs were determined and justified.

Supporting documents:

- Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
- Applicable supporting data, forms, and records.
- Written budget proposal

### **Advanced Fire Officer (AdFo-7) Administration – Purchasing Process**

A detailed narrative outlining the method used by the candidate to accomplish the JPR utilizing the task steps, including:

- Describe criteria for bidding and when applied
- How the bidding process was applied to the purchase

Supporting documents:

- Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
- Applicable supporting data, forms, and records.
- Written purchase request

### **Advanced Fire Officer (AdFo-8) Administration – Preparing a News Release**

A detailed narrative outlining the method used by the candidate to accomplish the JPR utilizing the task steps, including:

- Develop a press release for an emergency and non-emergency event
- How the news release was compiled, prepared, and reviewed

Supporting documents:

- Department policy on press releases
- Department press release template

### **Advanced Fire Officer (AdFo-9) Administration – Report Writing**

A detailed narrative outlining the method used by the candidate to accomplish the JPR utilizing the task steps, including:

- How the report was completed, prepared, and presented.

Supporting documents:

- Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
- Applicable supporting data, forms, and records.
- Written report

### **Advanced Fire Officer (AdFo-10) Administration – Accomplishing Organizational Change**

A detailed narrative outlining the method used by the candidate to accomplish the JPR utilizing the task steps, including:

- Explain reasons for changing the agency's policy in a positive manner.

Supporting documents:

- Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
- Timeline and steps to implement change with objectives

### **Advanced Fire Officer (AdFo-11) Inspection and Investigation – Determining Cause and Origin**

A detailed narrative outlining the method used by the candidate to accomplish the JPR utilizing the task steps, including:

- How the investigation was completed, and documented.

Supporting documents:

- Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
- Applicable forms and records
- Submit NIFRS report or department specific report
- Written report with applicable photographs, diagrams, data, and sketches.

### **Advanced Fire Officer (AdFo-12) Emergency Service Delivery – Multi-Unit Operational Plans**

A detailed narrative outlining the methods used by the candidate to accomplish the JPR utilizing the task steps, including:

- How the operational plans were developed and implemented for each incident

Supporting documents:

- Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
- Applicable written reports, tactical worksheets, ICS forms

### **Advanced Fire Officer (AdFo-13) Emergency Service Delivery – Post-Incident Analysis**

A detailed narrative outlining the method used by the candidate to accomplish the JPR utilizing the task steps, including:

- How the post-incident analysis was developed, completed, and documented

Supporting documents:

- Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
- Applicable forms and records (attach PIA for incident w/sketches, pictures, reports)

### **Advanced Fire Officer (AdFo-14) Emergency Service Delivery – Analyzing Incident Reporting Data**

A detailed narrative outlining the method used by the candidate to accomplish the JPR utilizing the task steps, including:

- How the report was developed, completed, and documented

Supporting documents:

- Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
- Applicable forms and records.
- Written report to supervisor with appropriate action plans and recommendations



### **Advanced Fire Officer (AdFo-15) Health and Safety – Accident and Injury Data**

A detailed narrative outlining the method used by the candidate to accomplish the JPR utilizing the task steps, including:

- How the analysis was developed, completed, and documented

Supporting documents:

- Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
- Completed records, forms, drawings/pictures (if applicable)
- Written report to supervisor with appropriate action plans and recommendations

**CERTIFICATION REQUIREMENTS - ADVANCED FIRE OFFICER (AdFO)**

**In order to certify as an Advanced Fire Officer firefighters must fulfill the following requirements:**

1. Successfully complete Phase 1 and Phase 2 of Advanced Fire Officer course.
2. OSFM certified at the Fire Officer 1 or Company Fire Officer level.
3. OSFM certified at the Fire Instructor II level.
4. OSFM certified at the Incident Safety Officer level.
5. Achieve a score of seventy percent (70%) or above on the OSFM written examination. (within 1 year of course completion)
6. Complete Advanced Fire Officer Task Book. (within 3 years of course completion)

**Course/Certification Reference List for Advanced Fire Officer:**

1. NFPA, Standard for Fire Officer Professional Qualifications, NFPA 1021, 2014 edition
2. NFPA, Standard for Fire Service Instructor Professional Qualifications, NFPA 1041, 2012 edition
3. Jones & Bartlett "Fire Officer" Principles and Practice, 3<sup>rd</sup> Edition
4. IFSTA Advanced Officer, 5<sup>th</sup> Edition
5. Fire Engineering Videos; The Right Seat Officer Development Scenarios
6. Locally assigned cases and incident reports approved by the AHJ

<b><u>Attestation</u></b>
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The following candidate has successfully met all required performance skills for the Advanced Fire Officer as specified in NFPA 1021 (2014 Edition):

All confidential information in compliance with the Privacy Act and HIPAA guidelines has been removed from this packet. This packet may be reviewed outside of the department training office by members of the OSFM.

***Once this packet has been completed, it shall remain part of your training file and available for inspection. Please make sure you keep a copy for your records.***

Candidate Signature: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Training Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

# **ADVANCED FIRE OFFICER**

## **JOB PERFORMANCE REQUIREMENT TASK BOOK**



Office of the  
Illinois State Fire Marshal

## **PROFICIENCY LOG**

**Proficiency Log Sheet**

<b>AdFO-1</b>	<b>Human Resource Management - Maximizing Member Performance</b>				Officer Initials
ADFO-1	Date		Comments		

<b>AdFO-2</b>	<b>Human Resource Management – Evaluation of Job Performance</b>				Officer Initials
ADFO-2	Date		Comments		

<b>AdFO-3</b>	<b>Human Resource Management – Professional Development Plan</b>				Officer Initials
ADFO-3	Date		Comments		

<b>AdFO-4</b>	<b>Community &amp; Government Relations – Benefits of Allied Agencies</b>				Officer Initials
ADFO-4	Date		Comments		

<b>AdFO-5</b>	<b>Administration – Developing Policies and Procedures</b>				Officer Initials
ADFO-5	Date		Comments		

Candidate Name \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Training Officer Approval \_\_\_\_\_ Chief Approval \_\_\_\_\_

Advanced (AdFO) Fire Officer Task Book

Proficiency Log

AdFO

<b>AdFO-6</b>	<b>Administration - Budgeting</b>				Officer Initials
ADFO-6	Date		Comments		

<b>AdFO-7</b>	<b>Administration – Purchasing Process</b>				Officer Initials
ADFO-7	Date		Comments		

<b>AdFO-8</b>	<b>Administration – Preparing a News Release</b>				Officer Initials
ADFO-8	Date		Comments		
ADFO-8	Date		Comments		

<b>AdFO-9</b>	<b>Administration – Report Writing</b>				Officer Initials
ADFO-9	Date		Comments		

<b>AdFO-10</b>	<b>Administration – Accomplishing Change</b>				Officer Initials
ADFO-10	Date		Comments		

<b>AdFO-11</b>	<b>Inspection and Investigation – Determining Cause &amp; Origin</b>				Officer Initials
ADFO-11	Date		Comments		

Candidate Name \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Training Officer Approval \_\_\_\_\_ Chief Approval \_\_\_\_\_

Advanced (AdFO) Fire Officer Task Book

Proficiency Log

AdFO

<b>AdFO-12</b>	<b>Emergency Service Delivery – Multi-Unit Operational Plans</b>				Officer Initials
ADFO-12	Date		Comments		
ADFO-12	Date		Comments		

<b>AdFO-13</b>	<b>Emergency Service Delivery – Post-Incident Analysis</b>				Officer Initials
ADFO-13	Date		Comments		
ADFO-13					

<b>AdFO-14</b>	<b>Emergency Service Delivery – Analyzing Incident Reporting Data</b>				Officer Initials
ADFO-14	Date		Comments		

<b>AdFO-15</b>	<b>Health and Safety – Accident and Injury Data</b>				Officer Initials
ADFO-15	Date		Comments		

Candidate Name \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Training Officer Approval \_\_\_\_\_ Chief Approval \_\_\_\_\_

# **ADVANCED FIRE OFFICER**

## **JOB PERFORMANCE REQUIREMENT TASK BOOK**



Office of the  
Illinois State Fire Marshal

## **SKILL SHEETS**

**Human Resource Management – Maximizing Member Performance**

**Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.**

<b>STANDARD:</b> 5.2.1 NFPA 1021, 2014 Edition	<b>TASK:</b> Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.
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**PERFORMANCE OUTCOME:** The Candidate will assume the role of an advanced fire officer supervising four firefighters at a fire substation. One of the firefighters, a new father, was late twice last month. Each time he has provided a reasonable cause for his tardiness and called in before the shift began to alert the company. No official action has yet been taken. Today, the firefighter was late again. Again, some corrective action. The action taken is entirely up to the Candidate but is required to correct unacceptable performance so that performance improves or the issue is referred to the next officer in the chain of command. Actions taken must be reasonable, defensible, and in accordance with human resources policies and procedures. Candidate will inform the firefighter of the action taken and make a written report for purposes of documentation.

**CONDITIONS:** The Candidate will complete all elements of the assigned task.

**EQUIPMENT REQUIRED:** Member to act as Subordinate Firefighter. Applicable Human Resource Policies and Procedures. Paper, Pen/pencil, Computer, CBA if applicable.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Adequately describe to the Firefighter the nature of the problem.				
2.	Gain consensus on the issue, educate why it is a problem? CBA if applicable? FF disciplinary act followed?				
3.	Make it clear in plain language what level of performance is expected.				
4.	Choose an action designed to correct unacceptable performance.				
5.	Inform the Firefighter of the corrective action to be taken.				
6.	Follow human resources policies, procedures, or guidelines and CBA. FF discipline act?				
7.	Complete a written report documenting the problem and action taken. Determine if this is coaching, counseling or potential discipline.				

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

Comments \_\_\_\_\_  
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**Human Resource Management – Evaluation of Job Performance**

**Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.**

<b>STANDARD:</b> 5.2.2 NFPA 1021, 2014 Edition	<b>TASK:</b> Evaluate the job performance of assigned members, given personnel records and evaluation forms, so that each member’s performance is evaluated accurately and reported according to human resource policies and procedures.
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**PERFORMANCE OUTCOME:** The Candidate will assume the role of a company officer conducting a job performance evaluation of an assigned subordinate member. Using department and human resource policies and procedures, personnel records/forms, and job description, conduct a performance evaluation interview and/or a completed evaluation form.

**CONDITIONS:** The Candidate will complete all elements of the assigned task

**EQUIPMENT REQUIRED:** Person (classmates, volunteers, others) to act as Subordinate Member. Job Description, Personnel records/forms, Departmental and Human Resource Policies and Procedures. Paper and Pen/pencil. Computer if applicable.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Gather all available performance indicators prior to evaluating.				
2.	Follow applicable policies/procedures and maintain privacy.				
3.	Measure employee performance against the written job description.				
4.	Plan the evaluation interview as a tool to enhance performance.				
5.	Make a written report of performance on proper form/record.				
6.	Use Positive rather than Negative reinforcement whenever possible.				

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

Comments \_\_\_\_\_  
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**Human Resource Management – Professional Development Plan**

**Candidates must satisfactorily perform a minimum of 5 sets of this task to achieve completion.**

<b>STANDARD:</b> 5.2.3 NFPA 1021, 2014 Edition		<b>TASK:</b> Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.			
<b>PERFORMANCE OUTCOME:</b> The Candidate will create a written career development plan for a subordinate, which outlines the necessary knowledge, skills, abilities, and certifications that must be obtained in order to become eligible and prepared for a promotion (to Engineer, Lieutenant, etc.). The written career development plan shall include timelines for meeting milestones, and shall set mentoring and job shadowing guidelines. The career development plan shall be presented to the subordinate, discussed, and implemented.					
<b>CONDITIONS:</b> The Candidate will complete all elements of the assigned task					
<b>EQUIPMENT REQUIRED:</b> Person (classmates, volunteers, others) to act as Subordinate Member. Job Description, Departmental and Human Resource Policies and Procedures. Paper and Pen/pencil. Computer if applicable.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Gather information about the job requirements for the promotional position.				
2.	Determine gaps in meeting job requirements, with the subordinate, future goals, plans, wishes, etc.				
3.	Develop a career development plan.				
4.	Plan includes timelines and milestones of development.				
5.	Establishes mentoring and job shadowing guidelines.				
6.	Present the written career development plan to the subordinate.				
7.	The written career development plan is realistic, reflects the promotional prerequisites.				

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

Comments \_\_\_\_\_

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**Community and Government Relations – Benefits of Allied Agencies**

**Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.**

<b>STANDARD:</b> 5.3.1 NFPA 1021, 2014 Edition		<b>TASK:</b> Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.			
<b>PERFORMANCE OUTCOME:</b> The Candidate shall develop a written proposal to implement an interagency program with an allied organization that identifies and addresses a specific problem or issue within the community, and how it affects the missions and goals of both agencies. The plan shall be presented to senior officers.					
<b>CONDITIONS:</b> The Candidate will complete all elements of the assigned task					
<b>EQUIPMENT REQUIRED:</b> The Candidate will utilize an AHJ specific issue that is provided to them by the training officer or senior officer. Paper and Pen/pencil. Computer if applicable.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Employ problem solving metric/rationale/model.				
2.	Establish the need for an interagency program.				
3.	Create a written proposal outlining the issue and the benefits involved.				
4.	Utilize effective format for proposal writing.				
5.	Presents the proposal to senior officers.				
6.	Describe the costs and benefits of the proposed program.				

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

Comments \_\_\_\_\_  
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**Administration – Developing Policies and Procedures**

**Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.**

<b>STANDARD:</b> 5.4.1 NFPA 1021, 2014 Edition		<b>TASK:</b> Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.			
<b>PERFORMANCE OUTCOME:</b> The Candidate will create a written document containing a recommendation to senior officer(s). Given an existing problem, propose a change to a policy or procedure in accordance with departmental goals to solve a problem.					
<b>CONDITIONS:</b> The Candidate will complete all elements of the assigned task.					
<b>EQUIPMENT REQUIRED:</b> Description of Existing Problem. Paper, Pen/pencil, Computer if applicable.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Establish the need for policy or procedure. Develop revised or new policy				
2.	Employ problem-solving metric/rationale/model				
3.	Develop a written proposal to senior officer(s). Outlining the issue and recommended actions				
4.	Direct the written proposal to the appropriate person(s). List steps to how new policy will be delivered				
5.	Appropriate format				

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

Comments \_\_\_\_\_  
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**Administration – Budgeting**

**Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.**

<b>STANDARD:</b> 5.4.2 NFPA 1021, 2014 Edition	<b>TASK:</b> Develop a project or divisional budget, given schedules, and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.
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**PERFORMANCE OUTCOME:** The Candidate will prepare a budget in the proper format and accompanied by supporting data for a department project. Candidate will use department records, policies, procedures or guidelines to develop the project budget.

**CONDITIONS:** The candidate will complete all elements of the assigned task.

**EQUIPMENT REQUIRED:** Pen/pencil, computer if applicable. Budget forms and potential revenue sources. Budget policies and procedures. Reference data to be gathered by Candidate.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Determine budget schedule and appropriate forms and requests.				
2.	Make a written budget proposal for the appropriate person.				
3.	Allocate and account for all capital, operating, and personnel costs.				
4.	Use the correct type of budget for the project/department.				
5.	Determine budget evaluation criteria.				
6.	Utilize clear and concise written communication. Develop options for selection of budget committee				
7.	Follow the department’s policies, procedures or guidelines.				

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

Comments \_\_\_\_\_  
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**Administration – Purchasing Process**

**Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.**

<b>STANDARD:</b> 5.4.3 NFPA 1021, 2014 Edition		<b>TASK:</b> Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding so that the needs of the organization are met within the applicable federal, state/provincial, and local laws and regulations.			
<b>PERFORMANCE OUTCOME:</b> The candidate will describe the process of purchasing, including soliciting and awarding bids, for a predetermined product with established specifications. Candidate will ensure competitive bidding is used and entire process is documented.					
<b>CONDITIONS:</b> The Candidate will complete all elements of the assigned task.					
<b>EQUIPMENT REQUIRED:</b> Pen/pencil, computer if applicable. Purchasing forms and purchasing policies and procedures. Reference data to be gathered by Candidate.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Research bidding procedures and criteria				
2.	List the process for soliciting bids				
3.	Describe the process of awarding bids.				
4.	Describe the requesting process of purchasing along with timeline				
5.	Document how competitive bidding was utilized.				
6.	Utilize clear and concise written communication.				

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

Comments \_\_\_\_\_

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**Administration – Preparing a News Release**

**Candidates must satisfactorily perform a minimum of 1 Emergent and 1 Non-Emergent set of this task to achieve completion.**

<b>STANDARD:</b> 5.4.4 NFPA 1021, 2014 Edition		<b>TASK:</b> Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.			
<b>PERFORMANCE OUTCOME:</b> The Candidate will prepare a news release for a specific even or topic. Candidate will utilize proper format and communicate the message clearly and accurately.					
<b>CONDITIONS:</b> The Candidate will complete all elements of the assigned task.					
<b>EQUIPMENT REQUIRED:</b> News release policies and procedures. Event or topic. Pen/pencil and paper, computer if applicable.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Determine the news media type and deadlines				
2.	Select and develop a news release for a specific media outlet				
3.	Assure news release is factual and timely				
4.	Describe distribution process of news release.				
5.	Assure news release does not violate any HIPPA.				

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
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**Administration – Report Writing**

**Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.**

<b>STANDARD:</b> 5.4.5 NFPA 1021, 2014 Edition		<b>TASK:</b> Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics, so that the information required for the AHJ is accurate and documented Requisite Knowledge. The data processing system.			
<b>PERFORMANCE OUTCOME:</b> The Candidate will answer a specific request for information regarding trends, variances, or other related topics from a supervisor. Candidate will use department records from which to gather information to create a written report to transmit to the Supervisor.					
<b>CONDITIONS:</b> The Candidate will complete all elements of the assigned task.					
<b>EQUIPMENT REQUIRED:</b> Specific request for information from a supervisor. Fire department records, information management system, or data processing system. Paper, pen/pencil, computer if applicable.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Create a written report for transmittal to the supervisor.				
2.	Directly answer the specific request for information.				
3.	Use an appropriate report format.				
4.	Utilize clear and concise written communication.				
5.	Properly access reference data.				
6.	Correctly analyze and interpret reference data.				

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

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**Administration – Accomplishing Organizational Change**

**Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.**

<b>STANDARD:</b> 5.4.6 NFPA 1021, 2014 Edition		<b>TASK:</b> Develop a plan to accomplish change in the organization, given an agency’s change of policy or procedures, so that the effective change is implemented in a positive manner.			
<b>PERFORMANCE OUTCOME:</b> Given a newly approved policy, SOP, or procedure, the Candidate shall plan and implement the change within the agency. The change will reflect the intent of management and have the least intrusive impact as possible.					
<b>CONDITIONS:</b> The Candidate will complete all elements of the assigned task					
<b>EQUIPMENT REQUIRED:</b> The Candidate will be provided a new policy, SOP, or procedure by the training officer or senior officer. The same policy developed in JPR #3 may be used. Paper and Pen/pencil. Computer if applicable.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Gather all applicable information.				
2.	Create a written plan for implementation of the change.				
3.	Disseminate and reinforce the need for the change to applicable personnel.				
4.	Implement the change.				
5.	Training and documentation of acknowledgment by all affected personnel.				
6.	Followed agency procedures.				
7.	Develop evaluation criteria to gain feedback on the implanted change				

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

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**Inspection and Investigation – Determining Cause and Origin**

**Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.**

<b>STANDARD:</b> 5.5.1 NFPA 1021, 2014 Edition		<b>TASK:</b> Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data, and/or sketches, to determine if arson is suspected so that law enforcement action is taken.			
<b>PERFORMANCE OUTCOME:</b> The candidate will be given a real or simulated fire incident scene. The candidate will determine the point of origin and identify a preliminary fire cause, using photographs, diagrams, pertinent data and/or sketches. Candidate will determine if arson is suspected. Candidate will document preliminary investigation procedures and results.					
<b>CONDITIONS:</b> The candidate will complete all elements of the assigned task.					
<b>EQUIPMENT REQUIRED:</b> Real or simulated fire incident scene with materials necessary to create the proper environment. Applicable reports or witness statement forms. Photographs, diagrams, pertinent data and/or sketches. Paper, pen/pencil, computer if applicable.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Determine point of origin.				
2.	Identify a preliminary cause of the fire.				
3.	Utilize all sources of incident information available.				
4.	Use appropriate investigation techniques.				
5.	Document the procedure and results of preliminary investigation/NIFRS report?				
6.	Include all pertinent data with the preliminary investigation report.				
7.	Determine if cause of fire warrants transfer to law enforcement.				

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

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**Emergency Service Delivery – Multi-Unit Operational Plans**

**Candidates must satisfactorily perform a minimum of 2 sets of this task to achieve completion.**

<b>STANDARD:</b> 5.6.1 NFPA 1021, 2014 Edition		<b>TASK:</b> Produce operational plans, given an emergency incident requiring multi-unit operations, so that required resources and their assignments are obtained and plans are carried out in compliance with approved safety procedures resulting in the mitigation			
<b>PERFORMANCE OUTCOME:</b> The candidate will develop and implement an operational plan for hazardous materials incident scenario and another multi-unit emergency scenario. Candidate must analyze emergency scene condition, allocate resources, communicate verbally and in writing, operate within an emergency management system, supervise and account for assigned personnel so that resources are effectively and safely deployed to mitigate the situation.					
<b>CONDITIONS:</b> The candidate will complete all elements of the assigned task.					
<b>EQUIPMENT REQUIRED:</b> One (1) hazardous materials incident scenario and one (1) multi-unit emergency scenario including type of incident, size-up information, and assigned resources. Policies and procedures, pen/pencil, and paper. Personnel accountability system components. Computer if applicable.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1	Produce effective operational plan to control a hazardous materials incident.				
2.	Allocate, supervise, and account for human and equipment resources.				
3.	Implement necessary safety precautions and personnel accountability.				
4.	Produce effective operational plan to mitigate a multi-unit emergency.				
5.	Allocate, supervise, and account for human and equipment resources.				
6.	Implement necessary safety precautions and personnel accountability.				
7.	Develop after action reports				

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

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**Emergency Service Delivery – Post-Incident Analysis**

**Candidates must satisfactorily perform a minimum of 2 sets of this task to achieve completion.**

<b>STANDARD:</b> 5.6.2 NFPA 1021, 2014 Edition		<b>TASK:</b> Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed.			
<b>PERFORMANCE OUTCOME:</b> Candidate will conduct a post-incident analysis, given a multi-unit incident scenario. Candidate must be able to analyze the elements of a post-incident analysis, identify all of the required critical elements, complete approved forms, and communicate verbally and in writing their findings.					
<b>CONDITIONS:</b> The candidate will complete all elements of the assigned task.					
<b>EQUIPMENT REQUIRED:</b> Emergency multi-unit incident scenario including type of incident, size-up information, and assigned resources. Policies and procedures. Pen/pencil and paper. Necessary forms and reports. Personnel accountability system components. Computer, if applicable.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Gather information from the multi-unit incident/scenario.				
2.	Policies, procedures, guidelines and forms. Determine if policy, procedures were followed				
3.	Identify key points to correct in PIA				
4.	Complete PIA				
5.	Communicate effectively using both verbal and written methods.				

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

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**Emergency Service Delivery – Analyzing Incident Reporting Data**

**Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.**

<b>STANDARD:</b> 5.6.3 NFPA 1021, 2014 Edition		<b>TASK:</b> Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.			
<b>PERFORMANCE OUTCOME:</b> The Candidate shall analyze the provided data, and present a written report that summarizes the findings to a senior officer within the agency. The report must identify major causes for service demands within various planning areas within the jurisdiction.					
<b>CONDITIONS:</b> The Candidate will complete all elements of the assigned task					
<b>EQUIPMENT REQUIRED:</b> The Candidate will be provided data from the agency records, information management system, data processing system, or incident reporting system. Paper, pen/pencil, computer if applicable.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Analyze call response data.				
2.	Determine the major causes for service demands within the planning area(s).				
3.	Prepare a written report outlining the major causes for service demands.				
4.	Effectively present the report to senior officer(s).				

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

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**Health & Safety – Accident and Injury Data**

**Candidates must satisfactorily perform a minimum of 1 set of this task to achieve completion.**

<b>STANDARD:</b> 5.7.1 NFPA 1021, 2014 Edition		<b>TASK:</b> Analyze a member’s accident, injury, or health exposure history, given the case study, so that a report is prepared for a supervisor and includes action taken and recommendations given.			
<b>PERFORMANCE OUTCOME:</b> The Candidate will examine a case study of a member’s accident/injury, or health exposure and prepare a written report for a supervisor. Report will identify unsafe environments and behaviors, document action taken, and make recommendations to prevent reoccurrence.					
<b>CONDITIONS:</b> The Candidate will complete all elements of the assigned task.					
<b>EQUIPMENT REQUIRED:</b> Case Study described above. Pen/pencil and paper. Health and safety policies and procedures. Injury/Illness reports. Computer, if applicable.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Create a written report of illness, injury, or health exposure.				
2.	Include all contributing factors in the report based on the case study.				
3.	Identify unsafe work environment and/or behavior. Determine root causes of any unsafe environment or behavior				
4.	Document actions taken in response to illness, injury, or exposure.				
5.	Provide recommendations to prevent reoccurrence.				
6.	Present a clear and concise written report.				

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_ Candidate Signature \_\_\_\_\_

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

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